

REPORTS				CONTROL NO.	
PREPARE IN DUPLICATE					
1. TITLE OF REPORT (if a fill-in report include Form No.) SAFEHOUSE USAGE REPORT				2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL <input checked="" type="checkbox"/> LOGISTICS <input type="checkbox"/> MEDICAL		TRAINING SECURITY FINANCE ADMIN. GENERAL OTHER (specify)	
4. NO. OF COPIES PREPARED 1		5. FREQUENCY (weekly, monthly, quarterly, etc.) Semi-Annual		6. DISTRIBUTION (No. of components not number of copies) 1	
7. FORMAT (memorandum, form computer print-out, etc) Ditto Form		8. ADP PROCESSING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO IF YES GIVE ADP PROCESSING NO.		9. DIRECTIVE AUTHORITY REQUIRING REPORT Memo Request, Safehouse Br., RE&CD/OL	
10. PREPARING COMPONENT (include lowest level contributing information to report) Safehouse Manager			11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)		

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
12	\$ 7.96		3		23.88		2		47.76

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR					\$47.76

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Reportedly this is required by DDS.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT			ESTIMATED SAVINGS	
<input type="checkbox"/> RETAIN AS IS	<input type="checkbox"/> OTHER (explain)		MAN-HOURS	DOLLARS
<input type="checkbox"/> CHANGE	No Authority to Change			25X1
<input type="checkbox"/> DISCONTINUE				

16. DATE OF INVENTION Approved For Release 2006/11/13 : CIA-RDP75-00399R000100080074-8

8 Oct. 1970

Chief, Logistics Br. /A&TS/OS

18. EXTENSION

SECRET